



WILLIAM T FUJIOKA  
Chief Executive Officer

## County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
500 West Temple Street, Room 713, Los Angeles, California 90012  
(213) 974-1101  
<http://ceo.lacounty.gov>

July 3, 2012

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**DEPARTMENT OF PARKS AND RECREATION:  
CHARLES WHITE PARK GENERAL IMPROVEMENT PROJECT  
APPROVE CAPITAL PROJECT AND PROJECT BUDGET  
CAPITAL PROJECT NO. 69689  
(FIFTH DISTRICT) (3 VOTES)**

**SUBJECT**

Approval of the recommended actions will authorize the Department of Parks and Recreation to implement the proposed Charles White Park General Improvement Project.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find that the proposed Charles White Park General Improvement Project is categorically exempt from the California Environmental Quality Act because the proposed Project involves the installation of a new group picnic shelter at an existing picnic area, and for the reasons stated herein and those reflected in the record of the proposed Project.
2. Approve the proposed Charles White Park General Improvement Project, Capital Project No. 69689 and budget in the amount of \$190,000.
3. Authorize the Internal Services Department, as the Purchasing Agent for the County, to proceed with the procurement of materials and installation services to complete the proposed Charles White Park General Improvements Project.

Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

ZEV YAROSLAVSKY  
Third District

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Fourth District

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Fifth District

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4. Authorize the Department of Parks and Recreation to implement the proposed Charles White Park General Improvement Project in coordination with the Internal Services Department.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS**

Approval of the recommended actions will find the proposed Charles White Park General Improvement Project (Project) exempt from the California Environmental Quality Act (CEQA), approve the Project, and authorize the Department of Parks and Recreation (Department) to deliver the proposed Project, which was funded with an Economic Development Initiative Special Project Planning Grant (Grant) from the United States Housing and Urban Development accepted with the Board's authority on October 5, 2010.

The proposed Project located at 77 Mountain View Street, in the City of Altadena, will include the installation of a fixed 28 X 32 foot Picnic Shelter (Shelter), barbecue braziers, and additional seating. The Shelter will also include lighting and lockable electrical outlets to prevent unauthorized use. Summer temperatures in the proposed Project area are regularly more than 90 degrees; therefore, the Shelter will provide shade and protection from the extreme heat conditions.

Approval of the recommended actions will allow the Internal Services Department (ISD), in its capacity as the County's Purchasing Agent, to secure a vendor for the procurement and installation of the Shelter.

The Department's North Agency staff will purchase and perform the alterations, which includes the installation of electrical outlets, barbecue braziers, and seating; and manage the proposed Project.

#### **Implementation of Strategic Plan Goals**

The recommendations support the Board-approved County Strategic Plan Goals of Operational Effectiveness (Goal 1) by investing in public infrastructure and amenities to enhance recreational opportunities that benefit County residents.

#### **Green Building/Sustainable Design Program**

The proposed Project supports the Board's Green Building/Sustainable Design Program by obtaining a Shelter that contains material with recycled materials that meets Leadership in Energy and Environment Design and Major Renovations (LEED MR) providing a Credit 4 certificate.

The proposed Project is not subject to the Countywide Energy and Environmental Policy adopted by the Board on January 16, 2007, since it involves the installation of a Shelter that is less than 10,000 gross square feet in size.

### **FISCAL IMPACT/FINANCING**

The total proposed Project cost is estimated at \$190,000, and is funded with an Economic Development Initiative Special Project Planning Grant from the United States Housing and Urban Development, which was accepted and adopted by the Board on October 5, 2010. Sufficient appropriation is available in the Capital Projects/Refurbishments Budget to fund the proposed Project. There is no impact to net County cost. The Project Schedule and Budget Summary are included in Attachment I.

### **Operating Budget Impact**

Based on the proposed Project description, the Department anticipates one-time, start-up costs of approximately \$13,000 for dedication, signage, maintenance equipment, and ongoing operating costs of approximately \$2,000 for utilities (electricity).

The provisions of the proposed Project have maintenance requirements that will be fulfilled with existing resources. Should the necessity arise, the Department will work with the Chief Executive Office to determine the appropriate level of maintenance and available funding.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the contract.

The Contractor, who is awarded this contract, will be required to fully comply with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Service Program).

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and revised on December 15, 2009, Civic Art fees do not apply to the proposed Project, as the proposed Project cost is less than \$500,000.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from CEQA. The proposed Project consists of the installation of a Shelter, additional seating, and barbeque braziers; and is, therefore, within certain classes of projects that have been determined not to have a significant effect on the environment in that it meets criteria set forth in Sections 15303(d) and (e) of the State CEQA Guidelines, and Class 3(b) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G because the proposed Project involves the addition of a small new structure at an existing public facility. The proposed Project includes no expansion of an existing use. Additionally, the proposed Project is not located in a sensitive environment, there are no unusual circumstances or other limiting factors, which would make use of the exemptions inapplicable based on the proposed Project records.

Upon the Board's approval of the proposed Project, the Department will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

## **CONTRACTING PROCESS**

The procurement of the Shelter falls under the statutory authority of the Purchasing Agent. Upon the Board's approval, both the Shelter and amenities will be competitively solicited in accordance with County Purchasing Policies and Procedures.

To ensure that the contract is awarded to the Lowest Responsive and Responsible Bidder with a satisfactory history of performance, Bidders are required to report violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the Contractor State License Board, labor law/payroll violation, and debarment actions. As provided in Board Policy No. 5.140 information reported by the Bidder will be considered before making a recommendation to award.

The contract specifications contain provisions requiring the Bidder to report solicitations of improper consideration of County employees and allowing the County to terminate the contract if it is found that the Bidder offered or gave improper consideration to County employees.

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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The proposed Project specifications require coordination of the installation schedule with the Park's daily activities to minimize disruption to the public.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and to the Department Parks and Recreation.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:RLR:DJT  
SW:VM:cvb

Attachment

c: Executive Office, Board of Supervisors  
County Counsel  
Internal Services  
Parks and Recreation

**ATTACHMENT I**

**DEPARTMENT OF PARKS & RECREATION:  
CHARLES WHITE PARK GENERALIMPROVEMENTS PROJECT  
CAPITAL PROJECT NO. 69689**

**PROJECT SCHEDULE**

<b><u>Project Activity</u></b>	<b><u>Scheduled Completion Date</u></b>
Board Action	07/03/2012
Design Documents	N/A
Bid Solicitation	08/09/2012
Environmental Documents	N/A
Jurisdictional Approval	09/06/2012
Award Construction Contract	10/04/2012
Construction Start	11/13/2012
Construction Substantial Completion	01/14/ 2013
Final Acceptance	01/28/ 2013

**II. PROJECT BUDGET SUMMARY**

<b><u>Project Activity</u></b>	<b><u>Proposed Budget</u></b>
Land Acquisition	\$ 0
Construction	
Purchase Order Contract	\$ 115,200
Department Crafts	
Contingency	12,000
Job Contractor Order	
Youth Employment	
Construction Consultants	
Misc. Expense	
Telecomm Equip - Affixed to Building	
Civic Arts	
Subtotal	\$ 127,200
Programming/Development	
Plans and Specifications	\$ 48,000
Consultant Services	
Site Planning	
Hazardous Materials	
Geotech/Soils Report and Soils Testing	
Material Testing	
Cost Estimating	
Topographic Surveys	
Construction Management	
Construction Administration	
Environmental	
Move Management	
Equipment Planning	
Legal	
Construction/Change Order	
Other:	
Subtotal	
Miscellaneous Expenditures	\$ 13,000
Jurisdictional Review/Plan Check/Permit	
County Services	
Code Compliance Inspection	
Contract Compliance Inspection	
Design Review	
Design Services	
Contract Administration	
Project Management	
Project Management Support Services	
ISD Job Order Contract Management	
DPW Job Order Contract Management	
ISD ITS Communications	
Project Security	
Project Technical Support	
ISD – Contract Compliance	\$ 1,800
County Counsel	
Consultant – Gordian Group	
Sheriff Job Order Contract Management	
Subtotal	
<b>TOTAL</b>	<b>\$ 190,000</b>